

Rules and Regulations for Land Subdivision

Effective January 1, 2011

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**City of Baltimore
Planning Commission
Department of Planning**

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Chapter I: General Administration

1.1 Authority

Under the authority of the Charter of Baltimore City, and pursuant to the provisions of Article VII, §75, stating therein:

§75. Department of Planning: subdivisions – in general.

The Commission shall publish rules and regulations for the development of subdivisions which will require that development plans include adequate provision for all public improvements, enterprises and all public utilities, whether privately or publicly owned or operated; for the proper width, grade and arrangement of streets, and all uses of land for public transportation, and the relation thereof to existing streets; for adequate and convenient open spaces for traffic and the access of fire fighting apparatus; for proper drainage; and which will require that all such subdivisions and the owners thereof comply in all respects with the Master Plan.

the Planning Commission amends the *Rules and Regulations for Land Subdivision*, as first formulated and approved April 15, 1940 and most recently revised May 6, 1999. These amended rules and regulations are effective as of January 1, 2011, and all previous editions of the *Rules and Regulations for Land Subdivision* are repealed.

1.2 Purpose

These *Rules and Regulations for Land Subdivision* are adopted to promote the health, safety, and general welfare of the community; to ensure that the subdivision of property is in accordance with the Master Plan for Baltimore City; to foster orderly urban development; to protect property values through

harmony of land use; to promote the principles and standards enacted in the Baltimore City Sustainability Plan by encouraging the most efficient and sustainable use of land; to protect the physical environment and public natural resources for all residents; and to ensure adequate provision for open space, public access, off-street parking, and public utilities.

1.3 Title

These rules and regulations shall be known as *The City of Baltimore, Maryland, Rules and Regulations for Land Subdivision*, and are herein alternately referred to as “Subdivision Regulations.”

1.4 Approving Agency

In accordance with the Charter of Baltimore City, and pursuant to the provisions of Article VII, §75 through §78, these Subdivision Regulations shall be administered by the Planning Commission, herein alternately referred to as the “Commission.”

1.5 Exceptions

These amended rules and regulations shall not apply to any final subdivision plans approved and recorded prior to the effective date of January 1, 2011; except that, in the event of a revision to an already approved plan, or of expiration of Commission approval in accordance with Sections 2.9 and 2.10, these rules and regulations shall apply.

1.6 Waivers

Unless expressly stated otherwise, the Planning Commission may grant waivers of the requirements of these *Subdivision Regulations* in cases where it finds that undue hardships or practical difficulties may result from strict compliance, or in cases in which it is determined that the purposes of these *Subdivision Regulations* may be better served by an alternative proposal. If a waiver is sought from any requirements of these *Subdivision Regulations*, the request must be made in a public meeting before the Planning Commission. This public meeting requirement does not apply to waivers which are expressly stated to be at the discretion of the Director of Planning.

1.7 Penalties

Any person in violation of any of the provisions of the Baltimore City Charter, Article VII, §75 through §78, or in violation of these Subdivision Regulations, shall be subject to the penalties imposed in Baltimore City Code, Article I, §16-3.

1.8 Conflict

These *Subdivision Regulations* shall not be construed to supersede, repeal, abrogate, annul or in any way impair existing or future laws, ordinances, private or public restrictions and covenants, except the same both impose lesser restrictions upon the land and are inconsistent with these subdivision regulations, in which case these *Rules and Regulations for Land Subdivision* shall control.

1.9 Interpretation

“Must” and “shall” are each mandatory terms used to express a requirement or to impose a duty. “Must not,” “may not,” and “no... may” are each mandatory negative terms used to establish a prohibition. “May” is permissive.

Words used in the present tense shall include the future. Words used in the singular number shall include the plural. Words used in the plural number shall include the singular.

1.10 Severability

If it is judicially determined that any word, phrase, clause, sentence, paragraph or section of these Subdivision Regulations, or its application to any person or circumstance is invalid, the remaining provisions and the application of such provisions shall not be affected in the same manner, the Planning Commission hereby declaring that it would have adopted the remaining provisions of these Subdivision Regulations without the word, phrase, clause, sentence, paragraph or section, or its applications, so held invalid.

1.11 Conflicting Provisions

If any condition or requirement imposed by a provision of these *Subdivision Regulations* is either more or less restrictive than a comparable condition or requirement imposed by any other provision of these *Subdivision Regulations* or of any other law, rule, or regulation of any kind, than the condition or requirement that is more restrictive governs.

1.12 Minor Text Changes

It may periodically be necessary to update the various code references, links to online resources, and/or Appendices contained in these *Subdivision Regulations*, thereby triggering updates to the Table of Contents. Any such non-substantive change shall be considered minor in nature and can be approved administratively as part of the Planning Commission's Consent Agenda. All other changes to Chapters 1-3 shall be deemed substantive in nature and must be approved by the Planning Commission on its Regular Agenda.

1.13 Definitions

- a. *Access* – A general term meaning the entrance or exit way to or from a lot or building, for use by persons or vehicles.
- b. *Block* – The land adjoining one side of a street between two consecutive junctions of that street with other streets or with railway rights-of-way or waterways that cross or meet that side of the street.
- c. *Building envelope* – The area of a lot in which the principal building shall be located. The envelope is formed by the setback requirements of the underlying zoning of the property in question.
- d. *City* – The City of Baltimore, Maryland
- e. *Concept Plan* – An informal map, drawing, sketch or plan submitted at the Pre-Development Meeting to indicate the scope and nature of proposed development.

- f. *Condominium and Condominium Regime* – Property established as a condominium regime under Title 11 of the State Real Property Article (Maryland Condominium Act), available here: <http://www.michie.com/maryland/lpExt.dll?f=templates&eMail=Y&fn=main-h.htm&cp=mdcode/202bf/20a2a>
- g. *Condominium unit* – (1) A three-dimensional space identified as such in the declaration and on the condominium plat, the boundaries of which are established under Title 11 of the State Real Property Article (Maryland Condominium Act); (2) A unit may include two or more non-contiguous spaces.
- h. *Curb* – The lateral boundary of a roadway
- i. *Curb cut* – A depression in a curb created to provide smooth transition from a street to adjoining property. Curb cuts may be provided in the form of a ramp and may feature flared sides. For more information, please see the City's curb cut policy manual, available on the Department of Planning's website, or by clicking here: <http://www.baltimorecity.gov/LinkClick.aspx?fileticket=IXsvsY6uKA8%3d&tabid=275&mid=643>
- j. *Dedication* – The offering for conveyance of land or public improvements for any general and public uses, reserving to the owner no other rights than those of the general public.

- k. *Developer* – Any individual, partnership, public agency, corporation, or representative thereof having sufficient proprietary interest in land to be subdivided so as to undertake responsibility for any or all of the activities covered by these *Subdivision Regulations*. The term “developer” is intended to include the term “subdivider,” though the individuals involved in successive stages of the project may vary.
- l. *Developer’s Agreement* – A binding agreement between the developer and the City’s Department of General Services for all work performed in the public right-of-way. For more information, please see the *Baltimore City Development Guidebook*, available on the Department of Planning’s website, or by clicking here:
http://www.baltimorecity.gov/LinkClick.aspx?fileticket=_aKoAcOYb0U%3d&tabid=275&mid=643
- m. *Development* – (1) Any man-made change to improved or unimproved real estate, including but not limited to any construction, reconstruction, modification, expansion, or demolition of structures, placement of fill or concrete, construction of new or replacement infrastructure, dredging, drilling, mining, grading, paving, land excavation, land clearing, land improvement, storage of materials, or any combination thereof; (2) This term shall also include the subdivision of land.
- n. *Double frontage lot* – A lot extending between and having frontage on two streets or highways, with vehicular access on both frontages. Also known as a “through lot”.
- o. *Driveway* – A communicating way between a roadway and an off-street facility designed in such a manner as to permit a vehicle to leave said roadway at grade and enter entirely into said off-street facility.
- p. *Dwelling* – A structure or portion thereof used for residential occupancy, excluding apartment hotels, hotels, rooming houses, trailers, mobile homes, tents, or other portable buildings.
 - i. *Attached dwelling* – A dwelling that is joined to another dwelling at one or more sides by an approved party wall or walls.
 - ii. *Detached dwelling* – A dwelling that is surrounded on all sides by yards on the same lot.
 - iii. *Multiple-family dwelling* – A dwelling that contains two or more dwelling units.
 - iv. *Semi-detached dwelling* – A dwelling that is joined to another dwelling at only one side by an approved party wall and otherwise surrounded by yards on the same lot.
 - v. *Single-family dwelling* – A dwelling that contains only one dwelling unit.

- q. *Dwelling unit* – One or more rooms in a dwelling that are used as having quarters for the occupancy of one family and contain permanently installed bathroom and kitchen facilities reserved for the occupants.
- r. *Easement* – A right granted for the purpose of limited private, public, or quasi-public use over, across, on, or under private land.
- s. *Final Plans* – Final Plans are divided into the Final Subdivision Plan and the Final Development Plan and are for filing and recording purposes. For this reason, Final Plans must be based on professionally surveyed drawings. Proposed Architectural Building Elevations for new construction must accompany Final Plans, along with an Existing Conditions Plan, Forest Stand Delineation, and Landscape Plan, as appropriate. For more information, see Section 2.5.
 - i. *Final Subdivision Plan* – A complete and exact plan, prepared in form for official recording to define property lines, existing and proposed rights-of-ways, easements, and dimensions and bearings of all lines. A detailed list of plan requirements can be found in Section 2.5.
 - ii. *Final Development Plan* – A complete and exact plan which includes all of the information shown on a Final Subdivision Plan, plus the location of all proposed improvements and the location of existing and proposed utilities. A detailed list of plan requirements can be found in Section 2.5.
- t. *Lot* – A portion of land that is a lot of record or has been established as a lot by an approved subdivision plat; used interchangeably with “parcel.”
- u. *Master Plan* – The maps, plats, charts, and descriptive matter adopted by the Planning Commission under Article VII, §74 of the City Charter.
- v. *Owner* – A title holder of record, or if title is held in trust, the beneficiary of the trust or the person or persons who have acquired any interest in the property by contract or purchase or otherwise.
- w. *Panhandle lot* – A lot that is separated from the nearest road by another lot, except for a narrow strip of land providing frontage and generally used for vehicular access and utility connections only; may alternatively be referred to as a flag lot.
- x. *Parking facility* – That space on a lot, or enclosed within a structure, which is provided for access, moving, or storage of one or more motor vehicles, including all accessory structures used in operating such a facility
- y. *Parking space* – A designated area, whether open or enclosed, that is used for the off-street parking of a motor vehicle.

- z. *Person* – Any individual, firm, partnership, corporation, company, association, or body politic except the City, including any personal representative, agent, trustee, receiver, assignee or other similar representative thereof.
- aa. *Preliminary Plans* – Preliminary Plans are divided into the Preliminary Subdivision Plan and the Preliminary Development Plan and are not for filing and recording purposes. Proposed Architectural Building Elevations for new construction must accompany Preliminary Plans, along with an Existing Conditions Plan, Forest Stand Delineation, and Landscape Plan, as appropriate. For more information, see Section 2.5.
 - i. *Preliminary Subdivision Plan* – A preliminary plan showing the existing and proposed property lines, rights-of-way, and easements. A detailed list of plan requirements can be found in Section 2.5.
 - ii. *Preliminary Development Plan* – A preliminary plan which includes all of the information shown on a Preliminary Subdivision Plan, plus the location of all proposed improvements and the location of existing and proposed utilities. A detailed list of plan requirements can be found in Section 2.5.
- bb. *Reverse frontage lot* – A lot extending between, and having frontage on a major street or highway and a residential street, with vehicular access solely from the latter.
- cc. *Right-of-way* – A strip of land taken or dedicated for use as a public way. In addition to the roadway, it normally incorporates curbs, parkways, sidewalks, lighting, and drainage facilities.
- dd. *Roadway* – A general term to indicate a fixed route, public or private, used for vehicular and bicycle transport. When used in the same context as right-of-way, roadway shall mean (a) the width of the road surface, curb to curb, measured at a right angle to the direction of travel, or (b) for a road without curbs, the width of the paved surface, or (c) the width of the graded surface where there are neither curbs nor pavement. The term “roadway” may be used interchangeably with “cartway.”
- ee. *Site* – A general term referring to the area of land to be subdivided.
- ff. *Site Plan Review Committee (SPRC)* – The interagency committee charged by the Director of Planning with the responsibility to review development plans in accordance with the Zoning Code of Baltimore City and the Committee’s published *Site Plan Review Guidelines*, available on the Baltimore City Department of Planning’s website, or by clicking here: <http://www.baltimorecity.gov/LinkClick.aspx?fileticket=Nies-b7QYas%3d&tabid=275&mid=643>

gg. *Stormwater management facility* – One or more facilities on a site dedicated to fulfilling the stormwater management requirements as mandated by Baltimore City Code, Article VII : Natural Resources, available online here:
<http://www.baltimorecity.gov/Government/CityChartersCodes.aspx>

hh. *Street* – Any way that is open to common use and affords the principal means of vehicular access to adjoining or adjacent property. The various street classifications defined below are determined by the Baltimore City Department of Transportation.

- i. *Major Street* – A primary or secondary arterial which is intended and designed to carry relatively large volumes of traffic relatively long distances. Because of their importance in the broader transportation network, access to properties fronting on such streets will be controlled to ensure that congestion and hazards are minimized.
- ii. *Collector Street* – A street used to organize traffic in such a way that the transition between major streets and local access streets is accomplished in a safe and efficient manner.
- iii. *Local Access Street* – A local street used primarily, if not exclusively, for vehicular and pedestrian access to individual parcels of property.

iv. *Alley/Lane* – A minor way, other than a street or highway, open to common use, and which affords a secondary means of vehicular access to adjoining or adjacent property.

v. *Cul-de-sac* – A minor street open at one end only with special provision for vehicular turnarounds.

vi. *Private Street* – A minor street neither dedicated nor maintained by the City, but used for vehicular and pedestrian access.

vii. *Rotary* – A circular traffic facility used to organize and distribute traffic converging from two or more streets.

ii. *Structure* – All or any part of anything erected that has a fixed location on the ground, or is attached to something having a fixed location on the ground. “Structure” includes any building, fence, wall, sign, or tower.

jj. *Subdivision* – The division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the immediate or future purposes of selling the land or of building development. The term “subdivision” shall include “resubdivision”. For the purposes of these *Subdivision Regulations*, there shall be two main types of subdivision: Minor and Major (defined in Sections 2.2 and 2.3).

Chapter II: Subdivision Review Procedures

2.1 Summary of Subdivision Review Procedures

The flow chart below summarizes the review process for the two categories of subdivisions (defined in Sections 2.3 and 2.4).

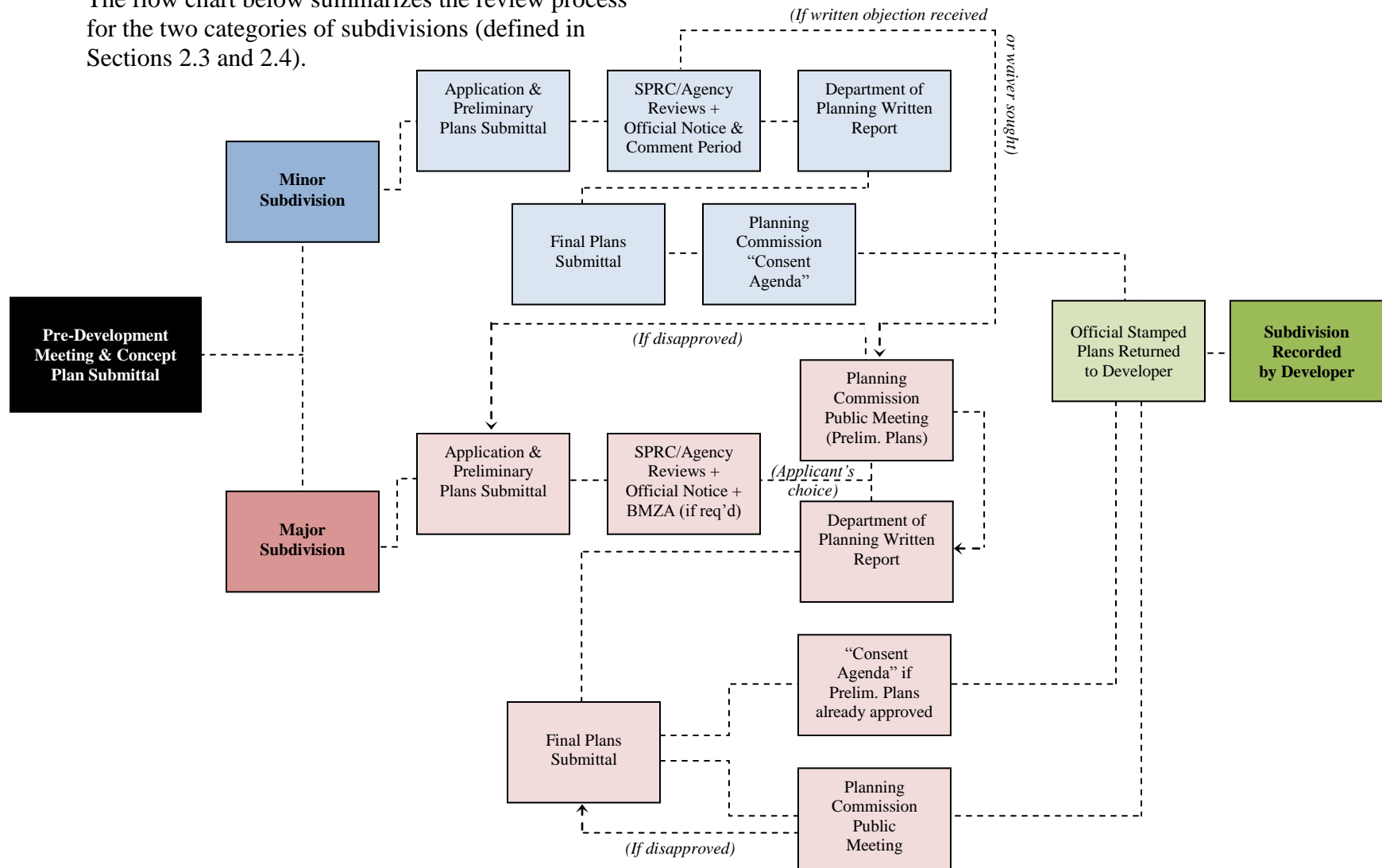


Figure 2.1

2.2 Pre-Application Review

The submission of a Concept Plan and a formal Predevelopment Meeting are required to supply the developer with information, to advise applicants of the appropriate subdivision procedure, and to resolve points of disagreement, if any, before a subdivider incurs the cost of preparing preliminary plans and drawings. At the Predevelopment Meeting, the applicant will be advised of relevant Building, Housing, Zoning, and other City Codes that may impact a proposal.

Predevelopment Meetings can be arranged by completing the online request form found on the Department of Planning's homepage, or by clicking here: <http://cityservices.baltimorecity.gov/ppt/>. Step-by-step instructions are also available on the Department of Planning's homepage, or by clicking here: <http://www.baltimorecity.gov/government/planning/downloads/0308/HowTo...public.pdf>. Once the request form has been submitted, a member of Planning staff will contact the applicant to set up a meeting.

At the Predevelopment Meeting, the developer must present a Concept Plan for staff's review. The Planner will review the developer's Concept Plan and determine whether the subdivision will initially be reviewed as a minor subdivision or as a major subdivision. The Predevelopment Meeting is for informational purposes only, in no way implying subdivision approval, which may only be obtained through the procedures described below.

2.3 Minor Subdivisions

a. Minor Subdivision Types

- i. *Resubdivision* – The reestablishment of a previously existing lot line(s) for adjoining lots that have been consolidated.
- ii. *Lot Line Adjustment* – The sale or exchange of land between adjoining lots, where such sale or exchange does not create an additional buildable lot or lots, and where the resulting lots conform to all applicable zoning regulations. This includes new subdivisions recorded within twelve months of the subdivision request, in which lot lines are being adjusted but the total number of lots remain the same.
- iii. *Vertical Subdivision* – The subdivision of an existing mixed-use project into legal surface, sub-surface, and air space parcels for the purpose of transfer of ownership of all or a portion thereof. The vertical subdivision is intended to allow each land use to be located within a separate legal parcel, not to subdivide individual tenant spaces and/or residential units.
- iv. *Lot Split* – The subdivision of a parent lot into no more than 3 total lots for the purpose of transfer of ownership of all or a portion thereof, where the resulting lots and/or

structures front on an existing public or private street and conform to all applicable zoning regulations.

b. Minor Subdivision Procedure

After submittal of a Concept Plan to the Department of Planning in a Predevelopment Meeting, the minor subdivision process formally begins when the developer submits Minor Subdivision Preliminary Plans to the Department of Planning, in accordance with the requirements of Section 2.5, and accompanied with the required fee (see Section 2.8 and Appendix A).

The Department of Planning shall transmit the Preliminary Plans for review and comment to the Site Plan Review Committee (SPRC) and such other agencies of City government as deemed appropriate. The Department of Planning may schedule a separate meeting of the SPRC to review the Preliminary Plans as appropriate, or the applicant may be asked to handle this directly.

The applicant is required to send copies of the Subdivision Application and Preliminary Plans to directly adjacent property owners (i.e. those sharing a property line) and to those community groups within close proximity to the proposed subdivision, as provided by Department of Planning staff. This official notice must be sent via certified mail, and a dated receipt transmitted to the Department of Planning.

Once official mailed notice has been sent, adjacent property owners and community groups shall have 15 working days from the date on the certified mail receipt to make written comment to Department of Planning staff. If an objection is rendered in writing prior to the conclusion of this 15 day notice period, the Director of Planning shall review the objection(s) for substantive relevancy to these *Subdivision Regulations*. Based on this review, the Director of Planning may escalate the project to Major Subdivision status. Though the application need not be resubmitted, it must from then on follow the procedures set forth in Section 2.4. If a Minor Subdivision application is escalated to Major Subdivision status by the Director of Planning, this information will be conveyed promptly to the applicant in writing, along with the content of any written objections. If no comment or only comments indicating project support are received, then the Minor Subdivision can continue to follow the procedures outlined in this section.

Additionally, if the subdivider requests a waiver from any requirements of these *Subdivision Regulations*, the application need not be resubmitted, but will be considered a Major Subdivision and must follow the procedures set forth in Section 2.4.

After receipt of all SPRC and agency comments, the Department of Planning shall provide the developer with a written summary of findings, including a list of required plan modifications. The Department of

Planning may schedule a separate meeting as appropriate to go over the information contained in this summary report.

Although there is no formal approval of Minor Subdivision Preliminary Plans, the Department of Planning's summary of agency findings shall serve as authority to proceed to the Final Plans phase. The developer will revise the Preliminary Plans in accordance with the Department of Planning's report and will resubmit Final Plans, in accordance with the requirements of Section 2.5

Upon verification by the Department of Planning that the Final Plans meet all relevant requirements, including having successfully implemented necessary plan modifications, the Minor Subdivision Final Plans will be scheduled for an administrative meeting before the Planning Commission, at which time they will be voted upon on the Consent Agenda.

The Planning Commission shall then transmit a letter to the developer indicating the outcome of that meeting. Department of Planning staff will obtain stamped endorsement of the Final Plans from the Planning Commission and the Department of General Services and will notify the developer when they are ready to be picked up for recording, which is the responsibility of the applicant.

The approved Final Plans will be retained in the Department of Planning for verification of

compliance on subsequent building permit applications.

2.4 Major Subdivisions

a. Major Subdivision Types

- i. Any subdivision of a parent lot into 4 or more total lots for the purpose of transfer of ownership of all or a portion thereof.
- ii. A *Lot Split* that requires the widening or extension of an existing public roadway; involves new roadway dedication; requires extension of public utility lines; and/or where one or more of the resulting lots does not conform to all applicable zoning regulations.
- iii. Any minor subdivision for which written objection has been received by Department of Planning staff within the 15 day required notice period (See Section 2.3).
- iv. Any minor subdivision for which a waiver from any of the requirements of these *Subdivision Regulations* is sought.
- v. All other subdivision proposals.

b. Major Subdivision Procedure

After submittal of a Concept Plan to the Department of Planning in a Predevelopment Meeting, the major

subdivision process formally begins when the developer submits Major Subdivision Preliminary Plans to the Department of Planning, in accordance with the requirements of Section 2.5, and accompanied with the required fee (see Section 2.8 and Appendix A).

The Department of Planning shall transmit the Preliminary Plans for review and comment to the Site Plan Review Committee (SPRC) and such other agencies of City government as deemed appropriate. The Department of Planning may schedule a separate meeting of the SPRC to review the Preliminary Plans as appropriate, or the applicant may be asked to handle this directly.

The applicant is required to send copies of the Subdivision Application and Preliminary Plans to directly adjacent property owners (i.e. those sharing a property line) and to those community groups within close proximity to the proposed subdivision, as provided by Department of Planning staff. This official notice must be sent via certified mail, and a dated receipt transmitted to the Department of Planning.

The Major Subdivision Preliminary Plans shall be scheduled for a public meeting before the Planning Commission. If variances from the Board of Municipal and Zoning appeals are required, these shall be obtained prior to scheduling this public meeting before the Planning Commission. However, the Director of Planning may waive this

requirement if alternative scheduling is deemed appropriate.

Applicants should be aware that, in advance of a public meeting before the Planning Commission, they will be required to comply with specific site posting requirements, available from the Department of Planning, or by clicking here: <http://www.baltimorecity.gov/Government/Agencies/Departments/Planning/PlanningCommission/PostingRequirements.aspx>. Following the public meeting, the Planning Commission shall transmit a letter to the developer indicating its outcome.

After receipt of all SPRC and agency comments, the Department of Planning shall provide the developer with a written summary of findings, including a list of required plan modifications. The Department of Planning may schedule a separate meeting as appropriate to go over the information contained in this summary report. The Department of Planning's summary of agency findings shall serve as authority to proceed to the Final Plans phase.

The developer will revise the Preliminary Plans in accordance with the Department of Planning's report and will resubmit Final Plans, in accordance with the requirements of Section 2.5. Upon verification by the Department of Planning that the Final Plans meet all relevant requirements, including having successfully implemented necessary plan modifications, the Major Subdivision Final Plans will be scheduled for an

administrative meeting before the Planning Commission, at which time they will be voted upon on the Consent Agenda.

As an alternative, an applicant may choose to forego the Planning Commission public meeting on Preliminary Plans. In this case, the applicant will wait for the Department of Planning's written summary of findings, including a list of required plan modifications. Based on this, the developer will revise the Preliminary Plans in accordance with the Department of Planning's report and will resubmit Final Plans, in accordance with the requirements of Section 2.5. The Major Subdivision Final Plans will then be scheduled for a public meeting before the Planning Commission. The same requirements for site posting and having obtained all Board of Municipal and Zoning Appeals variances will apply.

The Planning Commission shall then transmit a letter to the developer indicating the outcome of that meeting. Department of Planning staff will obtain stamped endorsement of the Final Plans from the Planning Commission and the Department of General Services and will notify the developer when they are ready to be picked up for recording, which is the responsibility of the applicant.

The approved Final Plans will be retained in the Department of Planning for verification of compliance on subsequent building permit applications.

2.5 Plan Submittal Requirements

a. All Plans

i. Scaling and Sheet Size

All plans, with the exception of the Concept Plan, shall be prepared by an architect or engineer and drawn to an engineer's scale at either 1"=20' or 1"=40' (for sites less than 3 acres in size) and 1"=100' (for sites 3 acres or more in size). No plans will be accepted if drawn to an architect's scale. Sheet size shall be a minimum of 24" x 36".

ii. Collation of Submittal Sets

One copy of each of the required plans sheets shall be stapled together to form one set and folded to 8.5" x 14". Rolled plans will not be accepted for processing, and Subdivision and Development Plan sheets shall not be individually folded.

iii. Title Block

Each plan sheet must include a title block along the lower edge of the page, identifying the name of the subdivision and the full name, address, and telephone number of the owner or duly authorized agent. Also include the name, address, and telephone number of the engineer.

- iv. North Arrow
The north arrow shall be shown and shall indicate whether the survey is based on the true meridian or the magnetic meridian.
 - v. Certification
All plans must be prepared by a State of Maryland registered engineer or land surveyor, who shall affix his seal to the plans along the lower edge of the page, near the Title Block. All plans must show the date prepared and all subsequent revision dates.
 - vi. Approval
Space shall be reserved for notation of approval directly above the title block or along the right edge of the page. Upon such approval, Final Plans will show the stamped and dated approval of the Planning Commission and the Department of General Services.
- b. Preliminary Plans (Major and Minor)
- i. Number of Preliminary Plans Sets Submitted
 - One CD of the complete submittal package, containing .pdf files of the following: (1) Existing Conditions Plan, (2) Preliminary Subdivision Plan, (3) Preliminary Development Plan, (4) Architectural Building Elevations, if applicable, (5) Forest Stand Delineation, if applicable, and (6) Landscape Plan, if applicable. Other electronic submittal formats may be acceptable. Please confirm with Department of Planning staff.
 - For minor subdivisions (resubdivisions and lot line adjustments), 11 print sets of the Preliminary Subdivision and Development Plan only.
 - For minor subdivisions (vertical subdivisions and lot splits) and major subdivisions (all types), 28 print sets of the Preliminary Subdivision and Development Plan only.
 - ii. Existing Conditions Plan
For all applications, an Existing Conditions Plan must be prepared in accordance with the official published guidelines of the Site Plan Review Committee. This requirement may be waived by the Director of Planning in cases where it is determined that existing conditions can be depicted adequately on Preliminary Subdivision and/or Development Plans.
 - iii. Preliminary Subdivision Plans
 - A location or key map indicating the relationship of the proposed subdivision

to major streets, existing community facilities, schools, parks, and other areas.

- The existing and proposed boundary lines of the property to be subdivided, and of each lot.
- The existing and proposed boundary lines of the entire tract of land from which the subdivision is taken. (An exception may be made if land is to be subdivided from a railroad right-of-way parcel that spans multiple City blocks.)
- A reference dimension from the corner of an interior parcel of land to the nearest intersecting street, where appropriate.
- The official description of the property, as established by the Property Location Section of the Surveys and Records Division of the Bureau of Engineering. This includes the property's Ward, Section, Block, Lot, and Address.
- The names of owners of properties abutting the tract, as shown on tax assessment records.
- Existing improvements on the subject property and existing improvements on adjacent properties.

- The location of existing utilities within the tract, abutting, or connecting the tract.
- The location of existing sewers, water mains, manholes, and all existing natural drainage courses.
- The location of flood zone, base flood elevation levels, and/or Critical Area boundary lines on or adjacent to the property to be developed, as well as any significant subsurface conditions present.

iv. Preliminary Development Plans

- All land proposed for dedication to the City.
- The location of flood zone, base flood elevation levels, and/or Critical Area boundary lines on or adjacent to the property to be developed, as well as any significant subsurface conditions present.
- A plan for streets showing the exact location, name and dimension of all platted streets (paved or unpaved), and approximate location and dimension of all proposed streets, lanes, alleys, rights-of-way, reservations, and easements,

whether located within, abutting, or connecting with the tract.

- The Zoning District classification taken from the Official Zoning Map and accurate references to any appeals or recent decisions of the Board of Municipal and Zoning Appeals dealing with the land proposed for subdivision.
- A zoning analysis of existing and proposed development, including: lot area, lot coverage, height, gross floor area, floor area ratio tabulations (where applicable), unit counts, setbacks, and parking tabulations for existing and proposed development.
- The location of proposed utility connections within the tract, abutting, or connecting the tract.
- The size, type, and location of stormwater management facilities.
- The type and location of refuse collection facilities within or external to any structure(s).
- Parking areas, delineating individual parking spaces, plus all driveways and curbcuts.

- Truck loading and unloading platforms.
- All proposed landscaping, if a separate Landscape Plan is not required.

****NOTE:** If the subdivision is for disposition purposes only and no new development is proposed, then the Development Plan need only show the allowable building envelope(s) based on the property's Zoning District classification. When development is pursued on the newly created lot(s), a Revised Preliminary Development Plan and Revised Final Development Plan will be required. These will be reviewed according to the same Minor Subdivision or Major Subdivision procedure that the original proposal followed. All subject properties will be flagged in the City's Real Property system, and all applications for building permit will be subject to this additional requirement.

- v. Forest Stand Delineation & Landscape Plans
For sites 20,000 square feet in size or more, a Forest Stand Delineation and Landscape Plan must be prepared as separate sheets in accordance with Forest Conservation requirements (see City Code, Article 7, Division IV, available by clicking here: <http://www.baltimorecity.gov/Government/CityCharterCodes.aspx>) and the official

published guidelines of the Site Plan Review Committee.

vi. Architectural Building Elevations

For all new construction, additions, and exterior alterations, architectural building elevations must undergo design review. If design review is already a requirement of zoning, or the site's location in a CHAP district or Urban Renewal Plan area, those controls remain in effect, and architecture will be reviewed by the appropriate body. For all other projects, design review will be conducted by a staff architect based on the following criteria:

- Is the general architectural style of the project compatible with that of surrounding properties, or in the case of additions and alterations, with that of the existing structure? If substantially different, does the design create an interesting blend of the historic and contemporary?
- How does the project relate in scale to surrounding properties, or in the case of additions and alterations, with that of the existing structure? If substantially different, how is this justified?
- Are construction materials compatible with those of surrounding properties, or

in the case of additions and alterations, with that of the existing structure? If substantially different, how is this justified? Has an effort been made to use the highest quality materials possible for those elevations visible from the nearest public or private street?

- Is the front entrance or major points of entry clearly defined?
- Has external mechanical equipment been concealed to the greatest extent possible?
- Has signage been clearly depicted, and does it conform to applicable codes? Is placement and scale appropriate?
- Is exterior building lighting in scale with the project, and has it been designed to minimize adverse impact on surrounding properties?

****NOTE:** Architectural building elevations need not be provided at the time of subdivision when it is being pursued for disposition purposes only and no new development is proposed. When development is pursued on the newly created lot(s), architectural building elevations will be required. These will be reviewed according to the same Minor

Subdivision or Major Subdivision procedure that the original proposal followed.

c. Final Plans (Major and Minor)

i. Number of Final Plans Sets Submitted

- One CD of the complete submittal package, containing .pdf files of the following: (1) Existing Conditions Plan, (2) Final Subdivision Plan, (3) Final Development Plan, (4) Architectural Building Elevations, if applicable, (5) Forest Stand Delineation, if applicable, and (6) Landscape Plan, if applicable. Other electronic submittal formats may be acceptable. Please confirm with Department of Planning staff.
- For all subdivisions, 1 print set of the complete submittal. If additional copies are needed for any reason, Department of Planning Staff may request them from the developer.
- For all subdivisions, 3 print sets of the Final Subdivision and Development Plan only. If additional copies are needed for any reason, Department of Planning Staff may request them from the developer.

ii. Existing Conditions Plan

Same as for Preliminary Plans requirements, see 2.5.b.ii.

iii. Final Subdivision Plans

Same as for Preliminary Subdivision Plans, see 2.5.b.iii.

iv. Final Development Plans

Same as for Preliminary Development Plans, see 2.5.b.iv.

v. Forest Stand Delineation & Landscape Plans

Same as for Preliminary Plans requirements, see 2.5.b.v.

vi. Architectural Building Elevations

Same as for Preliminary Plans requirements, see 2.5.b.vi.

2.6 Dedications to the City

No Final Subdivision and Development will be approved by the Planning Commission until all dedications of land to the City have been deemed acceptable by City agencies.

2.7 Filing of Plans

The official stamped Final Subdivision Plan returned to the applicant by the Planning Commission must be filed in the Land Records Office of the Circuit Court for Baltimore City within 30 days of the stamped date of approval. Written notice stating the date of recording

and folio number shall be promptly forwarded to the Department of Planning.

2.8 Fees

Article I, Section 16-2 of the Baltimore City Code (2000 Edition) authorizes the Department of Planning, with the approval of the City Council of Baltimore, to establish and impose charges for subdivision plans. The charges are to be paid at the time Preliminary Plans are first filed with the Department of Planning, and payment may be made either in cash or by certified check made payable to the Director of Finance of Baltimore City. Under no circumstances shall the fee be refunded. The current fee schedule for subdivisions is listed in Appendix A.

2.9 Revisions

a. Final Subdivision Plans

Revisions to approved Final Subdivisions Plans, whether Minor or Major, shall be reviewed as new subdivision applications. The developer must confer with staff in a predevelopment meeting, as described in Section 2.2, except that the developer may present a new Preliminary Subdivision Plan in lieu of a Concept Plan. The new Preliminary Subdivision Plan must be accompanied by a new Preliminary Development Plan and must show all amendments, alterations, and unchanged material so that staff may accurately assess the scope of changes. Revisions will be deemed Minor or Major in accordance with the definitions in Sections 2.3

and 2.4 and shall follow the corresponding procedure in order to be reapproved.

b. Final Development Plans

Revisions to approved Final Development Plans, whether Minor or Major, must be submitted in the Preliminary Development Plan phase. The Revised Preliminary Development Plan must show all amendments, alterations, and unchanged material so that staff may accurately assess the scope of changes. The Revised Preliminary Development Plan will be reviewed according to the same Minor Subdivision or Major Subdivision procedure that the original proposal followed (see Sections 2.3 and 2.4). Upon verification by the Department of Planning that the Revised Final Development Plan meets all relevant requirements, including having successfully implemented necessary plan modifications, the Revised Final Development Plan will be scheduled for an administrative meeting before the Planning Commission, at which time it will be approved on the Consent Agenda.

2.10 Expiration of Plans

Preliminary Plans shall automatically expire one year from the date of the Department of Planning's summary report of agency findings if Final Plans are not submitted within the same time period.

Final Subdivision Plans shall automatically expire 45 days from the stamped date of approval, if recordation information has not been transmitted to the Department of Planning.

Final Development Plans shall automatically expire two years from the stamped date of approval, if evidence of effectuation of the plan is not determined by the Department of Planning within the same time period. Evidence of effectuation is proven upon filing for a building permit.

Chapter III: Required Improvements & Design Standards

3.1 Blocks

- a. The length of blocks on the building line, from street to street, shall not exceed 500’.
- b. The length and width of commercial and industrial blocks shall be designated by the Planning Commission and shall be determined by the nature of the prospective use, including its off-street parking, service areas, and ingress-egress patterns.

3.2 Lot Frontage Requirements

- a. For properties fronting upon and taking access from a Major Street, further classified by the Department of Transportation as a “Primary Arterial,” the minimum frontage requirement along that street is 200 feet.
- b. For properties fronting upon and taking access from a Major Street, further classified by the Department of Transportation as a “Secondary Arterial,” the minimum frontage requirement along that street is 125 feet.
- c. For properties located at the intersection of two Major Streets, the minimum frontage requirement is reduced to 160 feet along the Primary Arterial and 100 feet along the Secondary Arterial.

d. Panhandle lots are prohibited.

e. Subdivisions to create lots with no public or private frontage other than that which may exist on an alley or lane are prohibited.

f. Double frontage or “through” lots will not be encouraged in residential areas except under unusual physical conditions or where the secondary access road is to be developed to eliminate the necessity of providing direct driveway access to a Major Street.

g. Reverse frontage lots shall be provided where required for protection of residential properties from through-traffic and adverse non-residential uses, for separation of through and local traffic, to overcome the difficulties of topography or other specific conditions, or to protect the traffic carrying capacity of Major Streets.

3.3 Right-of-Way Requirements

a. New Public Streets

The amount of land dedicated to the City for new public streets must be sufficient to accommodate paving, sidewalks, utilities, and other public facilities. The following rights-of-way shall be used for all new public streets within or abutting

subdivisions submitted to the Planning Commission.

i. Major Streets

As determined by the Department of Transportation.

ii. Collector Streets

60 foot minimum right-of-way

iii. Local Access Streets

The minimum right-of-way shall depend on the use to which the abutting land will be put.

○ Residential Use – 40 foot minimum right-of-way

○ Commercial and Industrial Uses – 60 foot minimum right-of-way

iv. Alleys/Lanes

○ Residential Use – 16 foot minimum right-of-way

○ Commercial and Industrial Uses – 20 foot minimum right-of-way

b. Private Streets

i. The Planning Commission will not accept the dedication of existing private streets

unless they meet the right-of-way requirements for new public streets.

ii. When in the judgement of the Planning Commission, a new or existing private street may reasonably be expected to become a significant element in the street pattern of the City or of the neighborhood at some future time, the Commission may require that subdivision plans show an ultimate right-of-way width capable of meeting the requirements set forth for new public streets.

c. Existing Streets

There is no minimum right-of-way standard for existing streets.

3.4 Roadway Width and Design

The width and design of roadways within the public right-of-way shall be determined by the Transportation Engineering and Construction Division of the Department of Transportation, with input from the Site Plan Review Committee, and shall be constructed at the subdivider's expense in accordance with Section 3.21 below.

3.5 Sidewalks, Curbs, and Gutters

a. The width, type, and location of sidewalks, curbs, and gutters within the public right-of-way shall be determined by the Transportation Engineering and Construction Division of the Department of

Transportation, with input from the Site Plan Review Committee, and shall be installed at the subdivider's expense in accordance with Section 3.21 below.

- b. Pedestrian walkways other than those installed along public or private streets, lanes, or alleys may be required by the Department of Planning where deemed essential to provide for circulation or access to schools, playgrounds, and other community facilities. The dimension of such walkways shall be subject to SPRC approval, but in no case shall be less than five feet in width.

3.6 Easements

- a. The minimum width for utility easements shall be determined by the Utility Engineering Section of the Department of Public Works.
- b. Where a subdivision is traversed by a water course, drainage way, channel, pipe, or stream, a stormwater easement or drainage right-of-way may be required. The width of such an easement or right-of-way shall be determined by the Utility Engineering Section of the Department of Public Works.
- c. If forest conservation easements are required through the application of Baltimore City Natural Resources Code, the area and boundaries of such an easement will be determined by Department of Planning staff. The easement, restrictive covenants,

map, and legal description must be recorded by the subdivider in the Land Records Office of the Circuit Court for Baltimore City and a stamped copy returned to the Department of Planning. Please see Section 3.17 below.

- d. Reserved strips or spite strips, designed to prevent access by adjacent property owners to streets within a subdivision are prohibited.

3.7 Street Lighting

The subdivider shall make application to the Transportation Maintenance Division of the Department of Transportation for necessary street lighting. Street lighting shall be installed or relocated, when necessary, at the subdivider's expense in accordance with Section 3.21 below.

3.8 Street Names and Street Signs

The subdivider shall make application to the Transportation Maintenance Division of the Department of Transportation for necessary street name identification signs. Street names must receive approval by the Property Location Section of the Department of General Services before approval of any Final Subdivision Plan by the Planning Commission. Street signs shall be installed at the subdivider's expense in accordance with Section 3.21 below.

3.9 Stormwater Management

Certain development projects, depending on their nature and size, may be required to have an approved stormwater management and sediment and erosion

control plan. These plans must be reviewed and approved by the Baltimore City Department of Public Works prior to the issuance of a building permit. They typically involve a combination of environmental site design practices (such as conserving natural drainage patterns and minimizing impervious area) and structural stormwater management measures (such as stormwater management ponds or filtration systems). For the full regulatory text, please see Baltimore City Code, Article 7 – Natural Resources, Division II – Stormwater Management, available by clicking here:

<http://www.baltimorecity.gov/Portals/0/Charter%20and%20Codes/Code/Art%2007%20-%20NatRes.pdf>

Because of the potential for stormwater management regulations to greatly impact development plan formulation, applicants are encouraged to contact the Department of Public Works as early in the process as possible. Immediately following the subdivision pre-application review phase is ideal.

3.10 Drains and Sewers

a. Storm Drainage

- i. All subdivision plans submitted to the Planning Commission shall indicate the drainage pattern for the subdivided tract or parcel, and shall include reasonable provisions for storm drainage in accordance with standards designated by the Bureau of Water and Wastewater of the Department of Public Works.

- ii. Drainage devices situated in alleys shall be constructed in accordance with standards designated by the Bureau of Water and Wastewater of the Department of Public Works.

- iii. Street drainage shall be provided at the subdivider's expense, in accordance with Section 3.21 below.

b. Sanitary Sewers

All sanitary sewers shall be installed at the subdivider's expense, in accordance with Section 3.21 below.

3.11 Water Supply

- a. All subdivision plans submitted to the Planning Commission shall indicate the location of water main extensions and meters, in accordance with standards designated by the Utility Engineering Section of the Department of Public Works.
- b. The subdivider must make application to the Utility Engineering Section of the Department of Public Works for water main extensions and meter installations at the subdivider's expense, in accordance with Section 3.21 below.

3.12 Public Utilities

The subdivider shall place or make arrangements to be placed any extensions of telephone, electric, and gas distributions lines necessary to furnish permanent

service to new detached, semi-detached, group, or townhouse single-family residences within a new residential subdivision, or to new apartment buildings, in accordance with the Code of Maryland Regulations (COMAR), Title 20 – Public Service Commission, available by clicking here:

http://www.dsd.state.md.us/comar/subtitle_chapters/20_Chapters.aspx. Please see subtitles 45, 50, and 55 for service supplied by telephone, electric, and gas companies.

3.13 Refuse Collection

Facilities for refuse collection should be depicted on all Development Plans, in accordance with official published guidelines of the Site Plan Review Committee.

3.14 Off-Street Parking and Loading

Off-street parking and loading areas should be depicted on all Development Plans, in accordance with official published guidelines of the Site Plan Review Committee.

3.15 Traffic Impact Study Requirements

A Traffic Impact Study is required for any proposed development greater than 15,000 square feet of gross floor area, if the proposed development involves any one of the following:

- a. An impact area, as determined by the Department of Transportation (DOT), that includes an intersection performing at Level of Service “D” or worse;

- b. 100 or more dwelling units;

- c. A gross floor area that equals or exceeds:

- i. 150,000 square feet for warehouse use
- ii. 50,000 square feet for any other use.

For more information, please see the *Baltimore City Development Guidebook*, available on the Department of Planning’s website, or by clicking here:

http://www.baltimorecity.gov/LinkClick.aspx?fileticket=_aKoAcOYb0U%3d&tabid=275&mid=643

3.16 Additional Standards for Subdivisions and Development in Flood Plains

Development in the flood plain is governed by federal, state, and local regulations. Federal regulations relating to flood plain development are located in the Code of Federal Regulations (CFR), Title 44 – Emergency Management and Assistance, §60.3 – Floodplain management criteria for flood-prone areas, available here:

http://edocket.access.gpo.gov/cfr_2002/octqtr/pdf/44cfr60.3.pdf.

State floodplain regulations are located in Title 26 Department of the Environment, Subtitle 17 – Water Management, Chapter 4 – Construction on Nontidal Waters and Floodplains, available here:

http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=26.17.04.*

City regulations are codified in Article 7 – Natural Resource Code, Division I, available here: <http://www.baltimorecity.gov/Portals/0/Charter%20and%20Codes/Code/Art%2007%20-%20NatRes.pdf>, as well as in the Baltimore City Zoning Code, Title 8 (Overlay Districts), Subtitle 2 (Flood Plain Overlay), available here: <http://www.baltimorecity.gov/Government/CityCharterCodes.aspx>

- a. Subdivision proposals are to be reviewed to determine whether such proposals will be reasonably safe from flooding. If a subdivision proposal or other proposed new development is in a flood-prone area, any such proposals shall be reviewed to assure that (i) all such proposals are consistent with the need to minimize flood damage within the flood-prone area, (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and (iii) adequate drainage is provided to reduce exposure to flood hazards, (iv) subdivision proposals shall have adequate drainage paths provided to reduce exposure to flood hazards and to guide floodwaters around and away from proposed structures, (v) subdivision access roads shall have the driving surface at or above the base flood elevation.
- b. Require that all new subdivision proposals provide the determination of the base flood elevations, with at least 5 lots or at least 5 acres, whichever is the lesser, in special flood hazard areas where base

flood elevations are not provided by the Floodplain Administrator or available from other sources or are not shown on the FIRM; if hydrologic and hydraulic engineering analyses are submitted, such analyses shall be performed in accordance with the requirements and specifications of the Maryland Department of the Environment (MDE) and the Federal Emergency Management Association (FEMA). Subdivisions in non-tidal areas require subdividers to furnish delineations for floodways before approval of a subdivision.

- c. Subdivision proposals shall be laid out such that proposed building pads are located outside of the special flood hazard area and any portion of platted lots that include land areas that are below the base flood elevation shall be used for other purposes, deed restricted, or otherwise protected to preserve it as open space.

3.17 Additional Standards for Subdivisions and Development in the Critical Area

All subdivision applications for property that is entirely or partially within the Critical Area must comply with the Code of Maryland Regulations (COMAR), Title 27 – Critical Area Commission for the Chesapeake and Atlantic Coastal Bays and must be reviewed and approved by the Maryland State Critical Area Commission. COMAR 27 can be found by clicking here:

http://www.dsd.state.md.us/comar/subtitle_chapters/27_Chapters.aspx.

To further the goals of the Critical Area Management Program, Baltimore City has adopted the Critical Area Overlay District as part of its zoning code, available by clicking here (see Title 8, Subtitle 3): http://www.baltimorecity.gov/LinkClick.aspx?fileticket=sDU_WEY71XA%3d&tabid=275&mid=647. Please see Title 8, Subtitle 3.

The Baltimore City Critical Area Manual and other materials may be found by clicking here: <http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/MasterPlansMapsPublications/DevelopmentResources.aspx>

3.18 Forest Conservation Requirements

All subdivision applications for sites 20,000 square feet in size or more trigger additional forest and tree conservation requirements. See Baltimore City Code, Article 7 – Natural Resources, Division IV – Forest and Tree Conservation, available by clicking here: <http://www.baltimorecity.gov/Portals/0/Charter%20and%20Codes/Code/Art%2007%20-%20NatRes.pdf> and the official published guidelines of the Site Plan Review Committee.

3.19 Baltimore City Green Building Requirements

Ordinance #07-490, approved August 14, 2007, established local Green Building Requirements by amending International Building Code as it relates to Baltimore City. Specifically, newly constructed, extensively modified non-residential, and specified multi-family residential buildings that have or will have at least 10,000 square feet of gross floor area are

“covered buildings” which must be certified “silver,” according to the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) rating system or the Baltimore City Green Building Standards (BCGBS) equivalent. For the full text of Ordinance #07-490, click here: <http://legistar.baltimorecitycouncil.com/attachments/1822.pdf>

For a list of Baltimore City Green Building Standards Frequently Asked Questions, click here: <http://www.baltimoresustainability.org/resources/index.aspx>

3.20 Sustainable Site Design

The Baltimore City Planning Commission and Department of Planning staff are committed to proactively applying Sustainability Elements to our neighborhood planning, master planning, and development review functions. Sustainability is defined by the Baltimore Office of Sustainability as meeting the current environmental, social, and economic needs of the community without compromising the ability of future generations to meet these needs. Directly, it is a term that involves reducing the demand on natural resources and stress on ecological systems. Indirectly, it promotes healthy lifestyles, community building, higher quality of life, and efficiency. In order for Baltimore and the greater community to have a prosperous future, various issues relating to sustainability must be addressed in the design process of development projects. While not all projects will trigger specific environmental regulatory controls,

developers are asked to incorporate the following sustainable design principles into their development proposals to the greatest extent possible:

- a. Minimize ecological disturbance by preserving natural vegetation and habitat areas.
- b. Maximize planted areas both indoors and out.
- c. Maximize land use efficiency by clustering development, mixing uses where allowable by zoning, protecting open space, and reducing parking demand as much as possible.
- d. Encourage pedestrian and bike access, with linkages to the broader network, and provide bike parking in a secure location.
- e. Minimize impervious ground cover while maintaining density by stacking floor plans or tucking parking under buildings.
- f. Consider solar access in building placement.
- g. Harvest natural site resources such as daylight, wind, and geothermal heat.
- h. Select low-impact construction materials (locally sourced, sustainably produced, non-toxic, or recycled materials).
- i. Reduce electricity consumption by installing Energy Star rated appliances and maximizing the efficiency of building design and location.
- j. Encourage tenant waste recycling by providing convenient recycling stations and pick-up areas.
- k. Maintain natural water flows by minimizing erosion and encouraging stormwater infiltration.
- l. Harvest on-site water flows by reclaiming gray water, roof runoff, or groundwater for use in landscaping or gray water plumbing systems.

3.21 Public Works Developer's Agreements

The subdivider must make application to the City of Baltimore, Design and Construction Division of the Department of General Services to enter in to a "Public Works Agreement" for all streets and public utilities. For more information, please see the Baltimore City *Development Guidebook*, available on the Department of Planning's website, or by clicking here: <http://www.baltimorecity.gov/LinkClick.aspx?fileticket=aKoAcOYb0U%3d&tabid=275&mid=643>

Appendix A
Subdivision Fee Schedule

- A.1 Major Subdivisions – Residential
\$75 per lot
\$350 minimum
\$2,000 maximum
- A.2 Major Subdivisions – Commercial/Industrial
\$200 per acre
\$750 minimum
\$3,000 maximum
- A.3 Minor Subdivisions
\$150
- A.4 Plan Revision
\$150

Appendix B

Agency Referrals

B.1 Department of Planning

a. *Subdivision Manager*

Eric Tiso

Eric.Tiso@baltimorecity.gov

410-396-8358

b. *Site Plan Review Committee*

Eric Tiso

Eric.Tiso@baltimorecity.gov

410-396-8358

c. *Office of Sustainability/Forest Conservation*

Abby Cocke

Abby.Cocke@baltimorecity.gov

410-396-1670

d. *Critical Area/Floodplain*

Ken Hranicky

Kenneth.Hranicky@baltimorecity.gov

410-396-9508

e. *Historical & Architectural Preservation*

Kathleen Kotarba

Kathleen.Kotarba@baltimorecity.gov

443-984-2727

B.2 Department of General Services

a. *Property Location*

Wesley Shaw

Wesley.Shaw@baltimorecity.gov

410-396-5927

b. *Right-of-Way Section*

David Framm

David.Framm@baltimorecity.gov

410-396-5023

B.3 Department of Public Works

a. *Erosion & Sediment Control*

Tracy Moffatt

Tracy.Moffatt@baltimorecity.gov

410-396-4190

b. *Utility Engineering*

Wazir Qadri

Wazir.Qadri@baltimorecity.gov

410-396-3440

B.4 Department of Transportation

a. *Traffic Impact Studies*

Valorie Lacour

Valorie.Lacour@baltimorecity.gov

443-984-4094

b. *Transportation Engineering & Construction*

Bimal Devkota

Bimal.Devkota@baltimorecity.gov

410-396-6930

c. *Transportation Maintenance*

Richard Hooper

Richard.Hooper@baltimorecity.gov

410-396-1686

B.5 Department of Housing and Community Development

a. *Zoning Administration & Enforcement*

Robert Blackwell

Robert.Blackwell@habc.org

410-396-4126

b. *Permits & Code Enforcement*

Ghanshyamkumar Patel

Ghansam.Patel@habc.org

410-545-1971

B.6 Fire Department

John Carr

John.Carr@baltimorecity.gov

410-396-5752

B.7 Parking Authority

Jennifer Leonard

Jennifer.Leonard@bcparking.com

443-573-2800

B.8 Baltimore Development Corporation

410-837-9305

When BDC is referred, the contact will vary depending on the location and nature of the project. Department of Planning staff will advise the applicant accordingly.

Appendix C

Consolidated List of External Links

- | | |
|---|---|
| <p>C.1 <u>Baltimore City Zoning Code</u> http://www.baltimorecity.gov/LinkClick.aspx?fileticket=sDU_WEY71XA%3d&tabid=275&mid=647</p> <p>C.2 <u>Baltimore City Development Guidebook</u> http://www.baltimorecity.gov/LinkClick.aspx?fileticket=aKoAcOYb0U%3d&tabid=275&mid=643</p> <p>C.3 <u>Baltimore City Site Plan Review Guidelines</u> http://www.baltimorecity.gov/LinkClick.aspx?fileticket=Nies-b7QYas%3d&tabid=275&mid=643</p> <p>C.4 <u>Baltimore City Curbcut Policy</u> http://www.baltimorecity.gov/LinkClick.aspx?fileticket=IXsvsY6uKA8%3d&tabid=275&mid=643</p> <p>C.5 <u>Pre-Development Meetings & Online Instructions</u> http://cityservices.baltimorecity.gov/ppt/ http://www.baltimorecity.gov/government/planning/downloads/0308/HowTo...public.pdf</p> <p>C.6 <u>Baltimore City Planning Commission Posting Requirements</u> http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/PlanningCommission/PostingRequirements.aspx</p> | <p>C.7 <u>Baltimore City Sustainability Plan</u> http://www.baltimorecity.gov/LinkClick.aspx?fileticket=DtRcjL%2fIBcE%3d&tabid=128</p> <p>C.8 <u>Floodplain Regulations – Federal, State, & Local</u> http://edocket.access.gpo.gov/cfr_2002/octqtr/pdf/44cfr60.3.pdf http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=26.17.04.* http://www.baltimorecity.gov/Government/CityCharterCodes.aspx Under the <i>Master Table of Contents</i>, select <i>Code</i>, then <i>Article 7</i>, then <i>Div I: Floodplain Management</i>.</p> <p>C.9 <u>Baltimore City Stormwater Management Requirements</u> http://www.baltimorecity.gov/Government/CityCharterCodes.aspx Under the <i>Master Table of Contents</i>, select <i>Code</i>, then <i>Article 7</i>, then <i>Div II: Stormwater Management</i>.</p> <p>C.10 <u>Baltimore City Forest Conservation Requirements</u> http://www.baltimorecity.gov/Government/CityCharterCodes.aspx Under the <i>Master Table of Contents</i>, select <i>Code</i>, then <i>Article 7</i>, then <i>Div IV: Forest, Tree Conservation</i>.</p> |
|---|---|

- C.11 Critical Area Requirements – State & Local
http://www.dsd.state.md.us/comar/subtitle_chapters/27_Chapters.aspx

http://www.baltimorecity.gov/LinkClick.aspx?fileticket=sDU_WEY71XA%3d&tabid=275&mid=647. Please see Title 8, Subtitle 3.
<http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/MasterPlansMapsPublications/DevelopmentResources.aspx>
- C.12 Baltimore City Green Building Requirements & FAQs
<http://legistar.baltimorecitycouncil.com/attachments/1822.pdf>

<http://www.baltimoresustainability.org/resources/index.aspx>
- C.13 Code of Maryland Regulations (COMAR)
<http://www.dsd.state.md.us/comar/comar.aspx>
- C.14 Maryland Public Service Commission Requirements
http://www.dsd.state.md.us/comar/subtitle_chapters/20_Chapters.aspx
- C.15 Maryland Condominium Act
Maryland Real Property Code, Title 11 (Maryland Condominium Act)
<http://www.michie.com/maryland/lpExt.dll?f=templates&eMail=Y&fn=main-h.htm&cp=mdcode/202bf/20a2a>